

Proposed Procedure for Input on Tree Applications in the Parish

1. Designation of a Tree Application Volunteer

- The Tree Application Volunteer (TAV) can be a Parish Councillor or another volunteer with suitable knowledge of tree-related matters.
- The TAV will be responsible for actively monitoring tree applications submitted to the District Council.

2. Monitoring of Tree Applications

- As the District Council does not routinely consult NPC on tree applications, the TAV will regularly review planning application lists and other relevant notices for tree-related proposals.
- The TAV will identify applications of potential concern or interest to the Parish Council.

3. Initial Assessment and Drafting of a Response

- Upon identifying a tree application, the TAV will review the application details and draft an initial response. This response should:
 - Summarise the application.
 - Highlight any issues or points of interest for NPC.
 - Propose a recommended position (e.g., support, objection, or no objection).

4. Circulation and Approval of the Response

- **Option 1: Council Meeting Review**
 - If there is a scheduled Council meeting before the response deadline, the draft response will be placed on the meeting agenda for discussion and decision.
- **Option 2: Email Approval Process**
 - If the response deadline falls before the next scheduled meeting, the TAV will share the draft response with the Clerk.

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- The Clerk will circulate the draft to all NPC members via email for input.
 - Members will provide comments or approve the response within five clear working days.
 - The Clerk will collate feedback and finalise the response based on the majority view.
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5. Submission of the Response

- The finalised response will be submitted to the District Council by the Clerk.
- Any responses submitted outside of a formal meeting will be noted at the next scheduled NPC meeting.